



INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI  
भारतीय प्रौद्योगिकी संस्थान तिरुपति  
Renigunta Road, Settipalli Post, Chittoor District, Tirupati – 517506

**WRITTEN EXAMINATION FOR THE POST OF JUNIOR SUPERINTENDENT**

MAXIMUM MARKS: 60

TIME: 90 MINUTES

DATE: 15-02-2020

ROLL NO.	
NAME OF CANDIDATE	

**INSTRUCTIONS:**

1. This is a question cum answer booklet consisting of 16 pages
2. Candidate must write his/her Roll Number, Name in the space provided in the Booklet
3. Candidate must check the question booklet for any missing pages and if so get the question booklet replaced.
4. The question booklet consist of four sections (1) Comprehension, report writing, general knowledge, current affairs and letter writing (2) Administration (3) Finance & Accounts (4) Purchase & stores.
5. The answer to the sections must be written in the space provided for that particular section against each question. No additional sheets will be provided.

**FOR OFFICE USE**

S. NO.	Section	Marks Obtained
1	Section – 1	
2	Section – 2	
3	Section – 3	
4	Section - 4	
Total Marks		

## SECTION – 1 (MARKS – 15)

ROLL NUMBER	
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Q. 1. Read the passage given below and answer the questions. Choose your answer based on the evidence given in the passage; no outside knowledge is required. Answers are to be marked in the table given at the end of the question **(5 Marks)**

Ministers, and the people that have been under their care, must be parted in this world, no matter how well they have been united. If they are not separated before, they must be parted by death, and they may be separated while life is continued. We live in a world of change, where nothing is certain or stable, and where a little time, a few revolutions of the sun, brings to pass strange things and surprising alterations in particular persons, families, towns, churches, countries, and nations.

It often happens that those who seem most united are, in a little time, most disunited, and at the greatest distance. Thus ministers and people, between whom there has been the greatest mutual regard and strictest union, may not only differ in their judgments and be alienated in affection, but one may rend from the other and all relation between them be dissolved. The minister may be removed to a distant place, and they may never have any more to do one with another in this world. But if it be so, there is one meeting more that they must have, and that is in the last great day of accounts.

Since I have been settled in the work of the ministry in this place, I have always had a peculiar concern for the souls of the young people, and a desire that religion might flourish among them. Because I knew the special opportunity they had beyond others and that ordinarily those for whom God intended mercy were brought to fear and love him in their youth. And it has ever appeared to me a peculiarly amiable thing to see young people walking in the ways of virtue and Christian piety, having their hearts purified and sweetened with a principle of divine love. How exceedingly beautiful and conducive to the adorning and happiness of the town if the young people could be persuaded, when they meet together, to converse as Christians and as the children of God, avoiding impurity, levity, and extravagance, keeping strictly to rules of virtue and conversing together of the things of God and Christ and heaven!

This is what I have longed for, and it has been exceedingly grievous to me when I have heard of vice, vanity, and disorder among our youth. And so far as I know my own heart, it was from hence that I formerly led this church to some measures, for the suppressing of vice among our young people, which gave so great offense, and by which I became so obnoxious. I have sought the good and not the hurt of our young people. I have desired their truest honor and happiness, and not their reproach: knowing that true virtue and religion tended not only to the glory and felicity of young people in another world, but their greatest peace and prosperity and highest dignity and honor in this world, and above all things to sweeten, and render pleasant and delightful, even the days of youth.

But whether I have loved you, and sought your good more or less, now committing your souls to him who once committed the pastoral care of them to me—nothing remains, but only (as I am now taking my leave of you) earnestly to beseech you, from love to yourselves, if you have none to me, not to despise and forget the warnings and counsels I have so often

given you. Remember the day when you and I must meet again before the great Judge of quick and dead, when it will appear whether the things I have taught you were true, whether the counsels I have given you were good, whether I truly sought your welfare, and whether you have well improved my endeavours.

I have, from time to time, earnestly warned you against some liberties commonly taken by young people in the land. And whatever some may say in justification of such liberties and customs, and may laugh at warnings against them, I now leave you my parting testimony against such things, not doubting but God will approve and confirm it in that day when we shall meet before him.

1. Based on the passage, how does the author likely feel about leaving his post?
  - A) Melancholic and reflective
  - B) Angry and resentful
  - C) Relieved and content
  - D) Gleeful and giddy
  
2. In Paragraph 2, Sentence 2, the word “strictest” most closely means
  - A) sternest B) harshest C) closest D) narrowest
  
3. Over the course of the passage, the author expresses a particular concern for
  - A) ministers who no longer have congregations.
  - B) young people in the church.
  - C) orphans and widows.
  - D) souls that are facing judgment.
  
4. Which lines in the passage best support the answer to the previous question?
  - A) Paragraph 1, Sentence 1 (“Ministers . . . united”)
  - B) Paragraph 2, Sentence 3 (“The minister . . . world”)
  - C) Paragraph 3, Sentence 1 (“Since I . . . them”)
  - D) Paragraph 5, Sentence 1 (“But whether . . . you”)
  
5. According to the passage, what is the author’s observation about young people’s compliance with divine law?
  - A. They sometimes but not always adhere to its standards.
  - B. They are less likely than both children and adults to comply.
  - C. They mock all who try to adhere to its standards of behaviour.
  - D. They are eager to please and afraid to disappoint.
  
6. The author implies in the fourth paragraph that he
  - A. used to fall prey to both vice and vanity in his youth before turning to religion.
  - B. failed to institute the strict standards of behaviour necessary to properly instruct the church’s youth.

- C. wishes he could go back to his own youth in order to seek prosperity and happiness.
- D. may have been removed from his post because of overzealous care and policing of young people in his community.

7. The author indicates that he believes that one day the “great Judge” will

- A. condemn him and all other sinners.
- B. confirm the wisdom of the author’s counsel.
- C. pardon all souls who defied his laws.
- D. testify against the author’s wayward congregation.

8. The passage can primarily be classified as which of the following?

- A. A direct threat
- B. An offering of advice
- C. A circular argument
- D. A personal anecdote

9. Virtue and religion : peace ::

- A) loyalty: warrior
- B) kindness : modesty
- C) diligence : success
- D) prayer : church

10. Separation : death ::

- A) youth: liberties
- B) commitment: minister
- C) glory : dignity
- D) disunity : change

**Write correct answers against each question (A,B,C,D only)**

Question No.	Answer	Question No.	Answer
1		6	
2		7	
3		8	
4		9	
5		10	

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Q. 2. Write a letter to the Superintendent of Police, Tirupati, requesting him to deploy a police patrolling team to ensure the safety of the students shuttling between Yerpedu market and the Institute Campus till 10 pm. **(5 Marks)**

Q. 3. Write a detailed note on your way of handling the following situation:

Suppose your subordinate is highly cynical and keeps on whining about his workload that not at all is heavy (but normal) from your perspective keeping in view the amount of work other employees of the Institute are doing. His complaining nature is decreasing the efficiency of your section and bringing a bad name to it. What will you do to your subordinate? How will you handle such a situation without harming the interest of the office and the Institute?

**(05 Marks)**



SECTION – 2 – 15 MARKS

ROLL NUMBER	
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1. What rights are available under RTI Act 2005 to the applicant. - 3 marks

2. What is the definition of family for LTC - 3 Marks

3. What is the maximum period of leave of any kind which can be allowed to a Government Servant? What is the impact if such limit is exceeded. - 3 Marks



4. Prepare the Earned Leave and Half Pay Leave account with the following details of Junior Assistant, IIT Tirupati as on 01-01-2020. - 6 marks

- a. Joined in IIT Tirupati as Junior Assistant : 15-05-2017
- b. Availed EL for 4 days from 03-09-2017 to 06-09-2017
- c. Availed 5 days Commuted Leave from 03-01-2018 to 07-01-2018
- d. The unauthorised absence from 05-03-2018 to 18-03-2018 treated as dies-non without break in service.
- e. Availed 10 days Earned Leave on Medical Grounds from 01-05-2018 to 10-05-2018.
- f. Availed 8 days Half Pay Leave from 27-06-2019 to 04-07-2019.



SECTION – 3 – 15 MARKS

ROLL NUMBER	
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Each question carry 3 Marks

1. What are the three Annual Financial Statements that IIT Tirupati has to prepare at the end of a Financial Year. With whose approval the same has to be sent to MHRD to table in both the houses of Parliament.

2. An Assistant Professor joined in January 2019 is drawing a Basic Pay of Rs.1,04,8000/- with DA of 21% and HRA of 8%. Calculate the NPS subscription to be recovered from the Individual and NPS contribution payable by IIT Tirupati.

3. Write briefly about PFMS a new introduction in GFR 217- Rule 86.

4. A re-employed Pensioner is working as Professor in IIT Tirupati at the age of 70 on a consolidated pay of Rs.1,20,000/-p.m. No other allowances are applicable for him. He has taken a Tax-gain Fixed deposit of Rs.2.00 lakhs. Calculate the Income Tax for the Financial Year 2019-2020.

5. Write briefly about Pre-audit, Internal Audit and External Audit

SECTION – 4 – 15 MARKS

ROLL NUMBER	
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1. **Write Short Notes on the following:** (5 x 2 = 10 Marks)

(a) QCBS Method:

(b) Buy-Back Offer:

**2. Fill in the Blanks:**

**(1 x 5 = 5 Marks)**

(a) Advance payment demanded by firm(s) holding Maintenance Contract of costly equipment, the amount should not exceed the amount payable for \_\_\_\_\_ months under the contract.

(b) For a Library having more than 20,000 and up to 50,000 Books, Physical Verification should be done at least once in \_\_\_\_\_ year(s).

(c) Surplus / obsolete / unserviceable goods of assessed residual value above Rs. \_\_\_\_\_, should be disposed of by advertised tender / public auction.

(d) The bid security is normally to remain valid for a period of \_\_\_\_\_ days beyond the final bid validity period.

(e) When the estimated value of Non-consulting service is above Rs. \_\_\_\_\_, advertised/open tender.

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